

3 May 1968

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TO : [REDACTED]  
FROM : [REDACTED]  
SUBJECT: Contract Personnel Pay Data

On attached sheets I listed, under the major categories of a contract, a rundown of a great number of sub-items that can appear in a given contract. A quick review of these will establish that there is a multitude of items on which contracts can vary.

In spite of this and with the recent agreement with CSC whereby U.S. Citizen Contract Employees under contract beyond one year cannot get Civil Service Retirement, Fegli and Federal Health Benefits, the tendency is to give them as many benefits as is possible and more standardization will occur as time moves in this direction.

On subsequent sheets, I outlined in rough fashion a typical CE contract which might give you a basis for coding the items cited and thus design a personnel action form and computer record.

This was attempted also for a typical Contract Agent contract.

Numbers-wise, this contract stuff is fairly big business. Approximate numbers are:

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Career Agents  
Contract Employees  
Contract Agents

Consultants -  
(appointed by contract)  
Staff Agents  
Total

(Exclusive of Field Agents and about [REDACTED] Translators working on so much per page basis)

(which probably are already in our system)

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STATSPEC

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16. Night differential
17. Hazard pay (jump pay, flying pay, flight instructor etc.)
18. Post differential (10, 15, 20, 25%)
19. NCCPP (Staff Agents) but equivalent of this is sometimes given to Career Agents or CE's (percentage figure)
20. Legislative Pay Adjustments
21. PSI's
22. Bonuses
23. Terminal Payment
24. Special ~~one~~<sup>one</sup>-time payment to cover a particular item.
25. Pay back loan arrangement

ALLOWANCES

1. Housing or Quarters
2. Cost of living (post allowance)
3. Education
4. Clothing
5. Cover Allowance
6. Rest and Recreation
7. Equalization
8. Transfer
9. Supplementary Post Allowance
10. Separate Maintenance Allowance 25X1A
11. Housing Assistance [REDACTED]
12. Transportation
13. Representational
14. Special quarters allowance
15. Non-accountable administrative allowance (committee deal)

LEAVE

1. Annual Leave
2. Sick Leave
3. Leave on pro-rated basis when on regular schedule tour of duty
4. Home Leave
5. Military Leave
6. Advance leave, LWOP and maternity
7. Rest and Recuperation
8. Suspended leave account
9. Paid vacations (Contract Agents)
10. Equivalent time for sickness (CA's)

RETIREMENT

1. CSC
2. CIA
3. Social Security
4. Supplemental Retirement Plan [REDACTED]
5. Special treatment for employment of retired annuitants:
  - a. Military retired annuitant (Dual Compensation Law)
  - b. Retired CIA Annuitant
  - c. Retired other Government Annuitant
  - d. Retired Social Security Annuitant

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OTHER BENEFITS

1. [REDACTED]
2. CIA overseas medical benefits
3. Contract Health Insurance
4. Contract Life Insurance
5. Missing Persons Act
6. Loss of Personal Property
7. Rehabilitation or resettlement assistance
8. Assistance in obtaining U. S. Citizenship
9. Educational Grants
10. Casualty Planning Arrangements
11. Reassignment consideration (for Cover Agents)

TRAVEL

1. PCS
2. TDY
3. Domestic
4. Overseas
5. Operational
6. Employee and dependents
7. Travel of household effects
8. Travel of Automobile
9. Storage of household effects
10. Per diem
11. Commuted travel

OPS EXPENSE

1. Purchase of Information
2. Entertainment
3. Other

SECRECY

1. Short secrecy agreement
2. Long secrecy agreement (spouse check out)
3. Special security requirement if writing for publication.

TAXES

1. If person has tax obligation
2. If so, how will it be paid:

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3. Reimburse individual for any foreign taxes levied.
4. Social Security Tax
5. State Taxes (generally not withheld)

TERM

1. By advance notice by either party (15 days, 30 days, 90 days, etc.)
2. By actual notice in case a medical examination is found to be unsatisfactory.
3. Automatically when:
  - a. Breach of contract
  - b. Renders himself unavailable for employment
  - c. Occurrences of a specific event

Typical CE Contract (going overseas)

1. Compensation

Generally uses GS scale dollar amounts per annum or per hour basis. Includes also LPA, PSI, authorized overtime, housing pay and post differential plus provision for deducting Federal income tax if under most [REDACTED] arrangements. If not, provide for Tax Committee Control.

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2. Allowances

Quarters  
Living Quarters  
Cost of living including post or equalization allowance, transfer, education, separation etc.

3. Travel

PCS (employee and dependents)  
TDY )  
Operational) Employee only  
Shipment of Household goods and car  
Per Diem

4. Benefits

- a. FECA
- b. Missing Persons
- c. Civil Service Retirement
- d. Fegli
- e. Federal Health Benefits
- f. Overseas Medical
- g. Loss of personal effects
- h. Rehabilitation
- i. Annual leave, Sick leave and Home leave

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5. Full Offset

6. Two years with 30-day notice.

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(If CE is not going overseas, there would normally be no need for allowances and benefits as: missing persons travel, overseas medical; loss of personal effects, Rehabilitation [REDACTED], etc. Similarly a contract wife would ride her husband's travel and medical benefits.

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Career Agent - Would be much the same as a CE except the offset pay formula in [REDACTED] might apply [REDACTED] ILLEGIB

The TERM would be indefinite and require 90 days notice.

Also a special paragraph on "reassignment" consideration is usually put in Career Agent contracts.

Independent Contractors

1. Fee - Generally not on scale; no provision for LPA, PSI etc. additional compensation for quarters, cost of living and other allowances is put here and is taxable.
2. Most would either come under the Tax Committee or get a 1099.
3. Benefits - Are negotiated in each case. Generally get equivalent of allowances, travel. FECA equivalent, paid vacation in lieu of home leave, any home special offset depending on cover etc.

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25 July 68

Doubt if this prop has much  
application in your current  
quest for the unholy purpose  
of wanting to control control  
employees! ceiling wise, count wise,  
promotion wise + side wise + counter-  
side wise! Give a buzz it we can  
continue your further. Give